



Environmental Protection Agency

Vacancy Listing Report

Vacancy Number: Reg 9-OT-2006-0043

Vacancy Description: Attorney-Adviser, GS-905-12 / 13 / 14 (Personnel / Ethics)

Vac/Duty Loc 1: 1, San Francisco County, CA

Vac/Duty Loc 2:

Vac/Duty Loc 3:

Series/Grade: GS-0905-12/14

Hiring Agency: Environmental Protection Agency

Contact Information: Bill Keener, 415-972-3940, keener.bill@epa.gov

Promotion Potential: GS-14

Date Opened: 8/14/06

Date Closed: 9/8/06

Salary: 71237 - 130134

Information:

EXCEPTED SERVICE VACANCY ANNOUNCEMENT

BEFORE APPLYING, PLEASE READ THE ENTIRE ANNOUNCEMENT

THIS ANNOUNCEMENT WILL REMAIN OPEN UNTIL THE POSITION IS FILLED.

PLEASE DO NOT SUBMIT APPLICATIONS ON LINE. PLEASE SEND ALL DOCUMENTS TO THE ADDRESS BELOW UNDER "HOW TO APPLY".

RELOCATION EXPENSES

Travel, transportation, and relocation expenses will not be paid by the Agency. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected candidate.

POSITION: Attorney-Adviser (Personnel/Ethics), GS-905-12/14

SALARY RANGE:

GS-12: \$71,237 pa - \$92,605 pa

GS-13: \$84,713 pa - \$110,122 pa

GS-14: \$100,104 pa - \$130,134 pa

WHO MAY APPLY

This announcement is open to all qualified licensed Attorneys.

HOW TO APPLY:

Applicants should mail their resume with cover letter to:

Recruitment Coordinator (ORC-1)
Office of Regional Counsel
U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, California 94105



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Once the selection is made, an announcement will be placed on EPA Region 9 Office of Regional Counsel's web page (www.epa.gov/Region9 under Legal). Note that the selection process may take up to 120 days.

LOCATION OF POSITION:

U.S. Environmental Protection Agency, Region 9, Office of Regional Counsel,
San Francisco, California

PROMOTIONAL POTENTIAL

The highest grade (full performance level) of this position is GS-14. The position may be filled at either the GS-12, GS-13 or GS-14 grade level. The primary difference between grade levels is the degree of supervision, the level of training and guidance provided and the complexity of assignment. A person selected at the GS-12 or GS-13 grade levels may be promoted progressively to the full performance level of GS-14 without further competition.

DESCRIPTION OF WORK

The Office of Regional Counsel of the U. S. Environmental Protection Agency, Region 9 is seeking an attorney with experience representing federal agencies in the field of personnel and equal employment opportunity law. The attorney will be responsible for counseling federal managers at all levels regarding disciplinary issues, employee performance, discrimination complaints, and reasonable accommodation of employees with disabilities. The attorney may represent EPA before the Merit Systems Protection Board and Equal Employment Opportunity Commission, and may work with the U.S. Attorney's Office representing the Agency in federal court. This position may also include counseling on ethics and standards of conduct. Such duties include advising employees on issues involving gifts, travel, conflicts of interest, impartiality in performing official duties, seeking other employment, misuse of position, and reviewing financial disclosure reports, training employees on standards of conduct, and preparing opinion memos, and approvals of outside employment.

The Agency uses MS Word and Corel WordPerfect for wordprocessing, and Lotus Notes as its e-mail system.

EMPLOYMENT CONDITIONS: The position may be subject to one or more of the following:

Union: ☐ None

Medical Monitoring: No

Drug Testing: ☐ No

Financial Disclosure: Yes

Supervisory Probationary Period: No

One Year Trial Period: Yes (If applicable)

Position Sensitivity Level: Non-sensitive ☐

Some Travel Required: Yes

Work Schedule: Full-Time



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QUALIFICATION REQUIREMENTS

Applicants for this Attorney position must possess a primary professional law degree (J.D. or LL.B.) from an accredited law school, and be an active member in good standing of a bar of any State, U.S. territory, Puerto Rico or the District of Columbia. In addition, applicants must have at least one year of legal experience in the field described above for the grade level for which they are applying or one year of relevant experience equivalent at the next lower grade level.

FOR ADDITIONAL INFORMATION ABOUT THIS POSITION:

If you have questions, please contact Bill Keener at (415) 972-3940 or e-mail keener.bill@epa.gov. You may also wish to visit our website at www.epa.gov/Region9; click on the Legal link on the left.

REASONABLE ACCOMMODATION

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.